

Oxford Public Library

Regular Meeting

April 17, 2024

7:00 PM

(Board Minutes)

Present: In person: *President, Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee DuAnne Salswedel, Treasurer Lynn Royster, Director Bryan Cloutier, Friends of the Library President, Lyn Klages.*
Virtually : *Architect Seth Penchansky*

Absent: *Trustee Barbara Kriigel*

04R.24.1 **Call to Order:** The President called the meeting to order at 7:00 p.m.

04R.24.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Fracker seconded to approve the agenda. *Motion carried.*

04R.24.3 **Approval of the Minutes:** Ms. Royster made a motion to approve the March minutes as modified and Mr. Rizzo seconded. *Motion Carried*

04R.24.4 **Communications/Presentation**

1. Lyn Klages discussed the Book Sale. The Friends still need additional space for the books to store from the book sale.
2. Presentation from Seth Penchansky

04R.24.5 **Approval of the Financial Reports:** Monthly financial reports for March were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Mr. Rizzo motioned to accept financial reports and Ms. Salswedel seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. Four County Community Foundation

04R.24.6 **Directors Report:**

1. Year-End Audit Schedule
 - a. Field work/site visit is Thursday, May 16. Audit filing deadline with State Treasury is June 30.
2. Disposal of Old Furniture
 - a. There are several pieces of old furniture the library is no longer using. The Director is asking the Board for a vote to sell or dispose of old furniture.
3. Renovation Schedule and Updates
 - a. Presentation of a spreadsheet summarizing the bids for the construction update for the renovation.
4. New Community Room Tables
 - a. New tables scheduled to be delivered on Friday.
5. Window Replacement
 - a. Window replacement project is delayed but ongoing.
6. Legislative Day
 - a. Library President and Library Director visited Lansing on Tuesday, April 16, for Michigan Library Association Legislative Day.
7. Employment Contract
 - a. The Library Director would like to revisit the idea of reinstating an employment contract.
8. Community Room Policy Change
 - a. Because of increased demands of the community room, it has become difficult to schedule library events in the space. The Youth Department has asked that we modify the advance time for public booking from three months in advance to two months.
9. QTR 2 Exhibit
 - a. Now through June 2024, the library will be hosting "Coffee and Tea: the art of the vessel" in the Atrium Foyer.

- 04R.24.7 **Statistical Report:** The statistical reports for March were mailed for review prior to the meeting.
- 04R.24.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills for the month of March in the amount of \$33,249.36. Ms. Fracker seconded. *Motion carried.*
- 04R.24.9 **Reports of Committees:**
 None
- 04R.24.10 **Unfinished Business:**
 1. Off-desk Renovation Project
 a. Director will be getting a revised update from Library Design Associates.
- 04R.24.11 **New Business**
 1. Community Room Booking Policy
 a. Ms. Fracker made a motion to change the policy of booking the community room in advance from three months to two months. Ms. Royster seconded. *Motion carried.*
 2. Renovation Construction Proposals
 a. Mr. Rizzo made a motion to accept the bid from The Alan Group for \$152,441 for renovation to the off-desk and teen areas and Ms. Salswedel seconded. *Motion carried.*
 3. Disposal and/or Sale of Old Furniture
 a. Ms. Fracker made a motion to approve the sale of the older/excess furniture. Mr. Rizzo seconded. *Motion carried.*
 4. Employment Contract
 a. Library Director would like to return to an employment contract. He will bring samples to a future meeting.
- 04R.24.12 **Call to Audience**
 None
- 04R.24.13 **Library Board Requests / Comments**
 Discussion of lighting in parking lot or signage. Ms. Salswedel announced that she will miss the May meeting.
- 04R.24.14 **Adjournment:** Mr. Rizzo motioned, and Ms. Salswedel seconded to adjourn the meeting at 8:58 p.m. *Motion carried.*